



June 16, 2003  
OPEN RECRUITMENT

## **HUMAN RESOURCES TECHNICIAN II (Confidential)**

**\$45,288 – 55,048 Annual Salary**

### **Plus Excellent Benefits**

*Initial hire is normally set at the entry salary*

The current vacancy is located in the Human Resources Office and is based at the BAAQMD headquarters near the Civic Center in San Francisco. The Human Resources Technician II is a journey level position responsible to provide specialized and technical personnel and administrative support work in a variety of personnel functions, and perform related work as assigned. This is a full-time confidential position.

**EXAMPLES OF DUTIES FOR THIS POSITION:** Administers employee benefits, compensation and insurance programs; informs and advises employees regarding these programs; maintains a current knowledge of District insurance and benefit plans and applicable laws and updates information as required; maintains and updates personnel files, procedures, forms and records, processes and implements District personnel actions; provides information to employees regarding wages, benefits, personnel procedures, promotional opportunities and career development; conducts new employee orientations and exit interviews and provides information regarding District programs and policies; assists in the recruitment and selection process, preparing materials, forms, letters, announcements and schedules; prepares various special and periodic reports and surveys; answers personnel related correspondence; coordinates employee recognition and health fair programs; contacts benefit providers and insurance carriers to resolve problems and answer employee questions; confers with District staff on recruitment needs and prepares job announcements and advertisements; may assist in the maintenance of the District's classification, compensation and benefit programs, including preparation of salary and benefits data; may assist in developing and coordinating employee training programs; may review and screen job applications for adherence to required qualifications and adherence to filing guidelines; acts as a back up to the receptionist.

**MINIMUM QUALIFICATIONS:** Equivalent to three years of general clerical support or office assistant experience, plus one year of experience in personnel support work. Experience with public agency benefits programs, and CalPERS in particular, is desirable.

**HOW TO APPLY:** Interested individuals must submit a completed BAAQMD application along with their responses to the supplemental application questions to the Human Resources Office **NO LATER THAN 5:00 PM ON MONDAY, JULY 7, 2003.** For an application packet, contact the Human Resources Office at (415) 749-4980. Completed application packets should be returned to: Bay Area Air Quality Management District, 939 Ellis Street, Fourth Floor, San Francisco, CA 94109, Attn: Human Resources Office. Except as requested in this announcement, do not include any additional documents, such as letters of recommendation, performance evaluations, work samples, etc. They will not be considered. A resume may be included but will not be accepted in lieu of an official BAAQMD application. Postmarks, faxes, and e-mails will not be accepted.

**(Additional Information on the Reverse)**

**SELECTION PROCESS:** Selection will be based upon a competitive examination consisting of a work product exercise and interview. A qualifying training and experience evaluation based on your application materials (screening panel) and/or a panel interview weighted 100% may be held depending on the number of qualified applications received.

Persons with disabilities who may require reasonable accommodations during the application and/or selection process should notify the Human Resources Office at (415) 749-4980.

**CANDIDATES WILL BE SCREENED BASED ON THE FOLLOWING CRITERIA:**

**Knowledge of:**

- ❖ Basic principles and practices of public personnel administration, including benefits administration
  - ❖ Office management practices and procedures, basic business data processing principles, and the use of word processing or personal computing equipment
  - ❖ Basic principles, laws and regulations of insurance
  - ❖ Correct English usage, including spelling, grammar and punctuation
  - ❖ Business arithmetic, including percentages, averages and decimals
  - ❖ Basic affirmative action principles and practices
- AND

**Skill in:**

- ❖ Preparing and processing benefits and insurance claims and documents
- ❖ Explaining and applying policies, procedures, laws, contracts and resolutions
- ❖ Operating a personal computer to enter, edit and retrieve data and to generate reports
- ❖ Composing clear, concise and effective correspondence and other written materials, including statistical charts and reports
- ❖ Maintaining accurate employee records and files
- ❖ Maintaining confidentiality of information
- ❖ Using initiative and sound independent judgment within established guidelines
- ❖ Establishing and maintaining effective working relationships with those contacted in the course of the work
- ❖ Operating standard office equipment, including a typewriter or word processor
- ❖ Making arithmetic calculations with speed and accuracy
- ❖ Making effective oral presentations

The District reserves the right to utilize these procedures or any other selection procedures deemed appropriate.

General information about BAAQMD can be found on our website at [www.baaqmd.gov](http://www.baaqmd.gov).

EEO